Mouse Basics

MOVING THE MOUSE

The mouse should be placed on a flat surface, trackball facing down and buttons facing up. The mouse cursor moves when the trackball is moved across a flat surface. If the ball does not roll, the mouse cursor does not move. Try lifting the mouse off the pad and setting it down at the other side of the pad. The mouse cursor position will not change.

CLICK

Press the left mouse button once. This will move the text cursor to that location on the page.

DOUBLE-CLICK

Rapidly click the left mouse button twice. This is often done to select a word or open a program
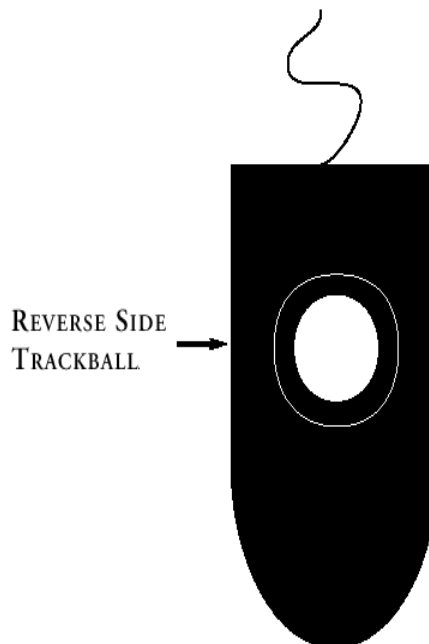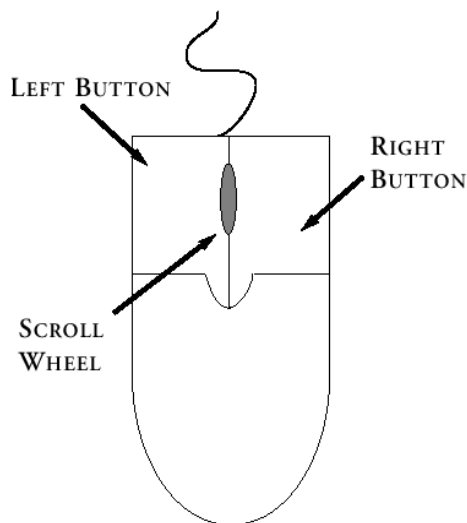
CLICK AND DRAG

To drag means to hold down the left mouse button and move the mouse on the pad. Example: To highlight or select text, click (single click, left button) where you want to begin. Drag the cursor to the end of the desired text. Release the mouse button. The text is now selected. To select one word, double-click it.

DRAG AND DROP

Some items can be moved by clicking the item, holding down the mouse button, and dragging the item to a new location. Try this with an icon on the desktop.

RIGHT-CLICK

Click the right mouse button once for context-sensitive functions.

LEFT BUTTON

RIGHT BUTTON

SCROLL WHEEL

REVERSE SIDE TRACKBALL

Get a proper grip on the mouse. Rest the heel of your hand on the table or mouse pad. Grasp the mouse between your thumb and your two right fingers. Gently rest your index finger on the left button, and your middle finger on the right button. Moving the mouse moves the mouse pointer around on the screen. If you run out of room on the mouse pad, lift the mouse and move towards the center of the pad, then lower the mouse back down onto the pad.

There are a variety of Pointer shapes, as shown below. The TYPE of Pointer changes depending on what the Pointer is pointing to, and on how busy the computer is.

Normal Select

Text Select

Link Select

Computer Busy

The mouse is also used to insert a Text Cursor on the screen where you want to type something. The Text Cursor does not move with the mouse. It shows where text will be entered, and moves as you type in information. You can differentiate the Text Cursor from the Text Pointer because the Text Cursor blinks, while Pointers do NOT blink.

Text Cursor | (Blinking)

Additional keyboard buttons:

Escape (ESC)	Removes menu or ends operation
Page Up	Moves up one page
Page Down	Moves down one page
Home	Moves to the start of document
End	Moves to end of document
Delete	Deletes whatever is highlighted
Arrow keys	Moves the Text Cursor within text

Copy & Paste Instructions:

Copy:	Paste:
1. Select the text you want to copy (to select, click and drag the Mouse through the text).	1. Use Mouse to click where you want the text to go.
2. Click the Edit Menu button.	2. Click the Edit Menu button
3. Click on Copy	3. Click on Paste